

DIRECTIONS TO BE OBSERVED IN THE PREPARATION OF THE CONSOLIDATED  
TABULAR STATEMENTS.

I.—TABULAR STATEMENT OF GUNSHOT WOUNDS.

1. The sum of the columns "Right," "Left," under the caption "Side of Body," should be equal to the sum of the columns under the caption "How received," and also equal, if possible, to the sum of the several columns under the caption "Nature of missile." In the entries under this latter caption, however, only those cases concerning which the Surgeon is positive, should be recorded; uncertain cases should be omitted rather than entered on conjecture.

In these columns, cases occurring since the last report only are to be recorded.

2. The number of cases of each injury remaining under treatment from previous months being entered in the column "Remaining from last report," the sum of this last column and the two columns under "Side of body" gives the "Total" entered in the column so headed.

3. The sum of the several columns under the caption "Treatment of all cases in Hospital" must agree with the "Total."

4. The sum of the several columns under the caption "Results of all cases in Hospital," and of the column "Remaining under treatment ....." should also agree with the "Total."

5. The columns under the caption "Results of all cases in Hospital," and the column "Remaining under treatment ....." should always be filled out opposite *each one of the several injuries*, and not merely presented *en masse* at the foot of the table. The whole value of the report depends upon accuracy in the above respects.

When the same patient is treated for more than one wound, the case is to be entered opposite the designation of the most serious injury, and the details given in the "Remarks."

II.—The same general directions apply to the "TABLE OF INCISED AND PUNCTURED WOUNDS."

III.—With regard to the "TABULAR STATEMENT OF OPERATIONS PERFORMED, AND THEIR RESULTS," it may be observed that in the columns "Right," "Left," under the caption "Side of body," are to be entered only the operations performed in the Hospital from which the report comes, and that the total of these two columns must agree with the total of the columns under the caption "For what performed," and with those under "Period of operation."

2. In the column "Before admission to Hospital" are to be entered all patients received who had been operated on prior to admission. These cases are not to be included in the preceding headings.

3. The column "Total" must be equal to the sum of the columns "Side of body," "Before admission to Hospital," and "Remaining from last report."

4. The sum of the several columns "Returned to duty," "Sent to General Hospital," "Furloughed," "Deserted," "Discharged," and "Died," added to the "Remaining under treatment," must equal the column "Total." The entries in the column "Second operation necessary" do not enter into this computation.

5. It is especially desirable that the columns "After primary operations," "After secondary operations," under the caption "Died," in this report, should be carefully noted.

6. When a "second operation" has been performed, its character should be stated in the "Remarks."

7. As in the table of Gunshot Wounds, the columns under "Results" and "Remaining under treatment" should always be filled out opposite each of the several injuries reported, and not as a total at the bottom of the table, as is sometimes erroneously done. These several points should be carefully observed by the Surgeon before forwarding this report.

The name and locality of the Hospital, and the signature and rank of the Medical Officer in charge, should always be appended to the report.